

# THE STRATTON COMMUNITY CENTER

215 Washington Street

Shelbyville, KY 40065

502-633-1220

## GENERAL INFORMATION/POLICIES FOR THE STRATTON COMMUNITY CENTER

**ABOUT THE FACILITY:** The Stratton Community Center is a one story building with two spacious rooms separated by a central lobby with restrooms. Each room has access to wireless internet, is fully carpeted, equipped with heating/air and its own full kitchen. Reservations can be made by telephone or in person at the office of Shelby County Judge-Executive Rob Rothenburger, 419 Washington Street, Shelbyville, KY 40065.

### AVAILABILITY:

- The Stratton Community Center has two separate rooms available for meetings, workshops, classes, press conferences, readings, business receptions and private receptions.
- Room rental is subject to availability. Shelby County Fiscal Court Boards, Commissions and events have priority. The Shelby County Fiscal Court may decline to rent the room to any event for any reason.
- The Stratton Center rooms are available to rent by outside groups or individuals a maximum of once per month between the hours of 9:00 a.m. - 11:00 p.m.
- Rental hours must include time for set-up, event and clean-up.
- Building key may be picked up and \$50 key deposit collected within one business day prior to reservation.

### RENTAL RATES:

	Large Room	Small Room	Both Rooms
<b>Hours 9:00 a.m. - 11:00 p.m.</b>	\$25 per hour	\$12.50 per hour	\$30 per hour
<b>KEY Deposit:</b> Refunded w/ key return	\$50	\$50	\$50

### Size:

Large Room: 2,400 square feet

Full Kitchen: 280 square feet

Small Room: 754 square feet

Full Kitchen: 204 square feet

### Capacity: Maximum

100 with tables, 150 without tables

35 with tables, 35 without tables

**EQUIPMENT:** Renters may use tables, chairs and podium for no extra charge.

**12-** 60" White Round Banquet Tables

**12-** 96" White Rectangular Banquet Tables

**200 -** Padded Black Chairs

### KITCHEN:

- Renters may use the refrigerator, sink and stove in the kitchen area for no additional charge. The kitchen is intended to be used for serving and reheating, not for any substantial cooking or catering.
- Renters must bring their own kitchen supplies, cleaning and paper goods. Trash bags are provided. Trash and recycling must be taken outside to the appropriate bin by the Renter at the end of the rental period.

**PARKING:** The Stratton Center Lot contains 20 parking spaces, some of which may be used by staff and visitors during regular business hours (M-F, 8:30-4:30). Additional parking is available along Washington St.



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### RESERVATION FORM AND RENTAL AGREEMENT

Reservations are accepted up to 6 months in advance at the office of **Shelby County Judge-Executive Rob Rothenburger, 419 Washington Street, Shelbyville, KY 40065**. To reserve your date, a signed rental agreement and full payment is due at the time of reservation. The Shelby County Fiscal Court accepts cash or check made payable to **Shelby County Fiscal Court**. Please make payment in the exact amount, our office does not have the ability to make change. The Building Key may be picked up one business day prior to reservation and returned the next business day after reservation. In addition to the cost of the rental, a **\$50 refundable key deposit is required at the time building key is picked up**.

#### CONTACT INFORMATION:

Renter: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### RESERVATION INFORMATION:

Date: \_\_\_\_\_ Approximate Number of Guests: \_\_\_\_\_

Time: *(include set up and clean up time)* from: \_\_\_\_\_ to: \_\_\_\_\_

Name or Type of Event: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

**Please use the chart below to calculate rental cost.** Rental hours must include time for set-up, event and clean-up. All activity must be completed and lights out by 11:00 p.m.

	Large Room	Small Room	Both Rooms
Hours 9:00 a.m. - 11:00 p.m.	\$25 per hour	\$12.50 per hour	\$30 per hour
Hours _____ to _____ = _____ Total hour(s)	_____ X \$25 Hour(s) = _____	_____ X \$12.50 Hour(s) = _____	_____ X \$30 Hour(s) = _____



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Office Hours: M-F 8:30 a. m.- 4:30 p.m.

### RENTAL AGREEMENT

1. In case of cancellation, written notification must be received 30 days prior to the event to receive a full refund. Should a cancellation occur after this deadline, the rental fee will not be refunded.
2. The Rooms at the Stratton Center are set up in a banquet style table and chair configuration. If another configuration is desired, Renter must rearrange the room and return it to the original configuration after the event. (Time for these changes must be included in the rental agreement.)
3. Renters may not attach anything to the building walls, ceilings, furniture or appliances with tacks, staples, glue or any tape other than PAINTERS TAPE.
4. Any cables or electric cords that are stretched across the floor shall be taped down securely to avoid accidents.
5. The Renter will be billed for any damage or losses to the room(s) or Stratton Community Center property that may occur during the rental.
6. The Shelby County Fiscal Court is not responsible for any lost or stolen personal items.
7. Smoking and Alcoholic Beverages are prohibited in the Stratton Community Center.
8. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all leftover food and trash from building and place in the outdoor trash bin behind the building. Kitchen area, including sink and counters, and tables shall be wiped clean.

*Renter agrees to hold the Shelby County Fiscal Court and its agents, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in the Stratton Community Center. Renter agrees to fully reimburse the Shelby County Fiscal Court for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.*

I, \_\_\_\_\_ the undersigned, have read and agree to the facility guidelines as set forth in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form of Payment: \_\_\_\_\_



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### KEY DEPOSIT/CLEAN-UP CHECKLIST:

Groups holding events at the Stratton Community Center are responsible for completing all the duties listed below. Extra garbage bags, mops, and brooms can be found in kitchen. A large dumpster is located outside the building behind the large kitchen.

**To receive return of your \$50 key deposit you must:** complete checklist below, sign and return with the building key next business day after your reservation.

- ☐ TABLES AND CHAIRS: Groups are responsible for setting up and putting tables and chairs back the way they found them. Interior furniture MAY NOT be removed from the building for outdoor use, nor may it be moved from room to room. All tables and chairs must be clean. Tables must be wiped clean of any food or drink.
- ☐ FLOORS: All floors of the rooms or area used must be clean and clear of debris. Floors must be swept, vacuumed, and mopped if necessary.
- ☐ GARBAGE: **Empty wastebaskets and garbage cans.** All garbage must be placed in the dumpster (located outside the building behind the large kitchen.)
- ☐ KITCHEN: **All counter-tops wiped clean.** Usually Stratton Center utensils, pots & pans, dishes, and silverware are not available to outside groups, but if they have been made available for your use, they must be washed, dried, and put away in the proper cupboards in the kitchen. This includes any coffee makers or other utensils used for an event. **NO KITCHEN ITEMS, OR ANY OTHER STRATTON CENTER EQUIPMENT MAY BE TAKEN OFF THE PREMISES.**
- ☐ LEFTOVER FOOD: Do NOT leave leftover food in the refrigerator or anywhere else at the Stratton Center.
- ☐ BATHROOMS: Pick up any loose trash on floors and empty garbage. Garbage must be placed in outside dumpster.
- ☐ DECORATIONS: All decorations that have been put up for your event must be removed and discarded or taken away. Please do not pin up or nail anything to walls or ceilings, use only painters tape!
- ☐ EQUIPMENT: All Stratton Center equipment must be left in good working order.

I have completed the list of requirements above:

Name \_\_\_\_\_ Key# \_\_\_\_\_

Date and time of event \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH KEY TO 419 WASHINGTON STREET. THANK YOU!**

Office: 502-633-1220 Hours: M-F 8:30 a. m. - 4:30 p.m.

In case of an emergency please **DIAL 911**



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**REFUND APPLICATION:**

Renter: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**RESERVATION INFORMATION:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

Reason for refund:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE:**

Refund Amount \_\_\_\_\_ Method of PYMT \_\_\_\_\_

Payment Received By: \_\_\_\_\_  
Name Date

County Employee: \_\_\_\_\_